



<p>POSITION DESCRIPTION</p> <p>Patrol Sergeant</p> <p>FLSA Status: Non-Exempt</p> <p>Classification: Occupational</p> <p>Salary Grade/Band: 14</p>	<p style="text-align: right;">01 April 2015</p> <p style="text-align: center;">Reports to: Lieutenant, Chief Deputy.</p> <p style="text-align: center;">Revised: _____</p> <p style="text-align: center;">Human Resources Initials: <u>LFH</u></p>
---	--

POSITION PROFILE

Under the general supervision of the Patrol Lieutenant, performs a variety of professional, administrative and patrol duties. Monitors, evaluates and recommends to first-line supervisors on performance related duties to ensure the security, safety, order, control, and discipline of patrol officers. Performs a variety of duties related to planning, organizing, directing, and coordinating the day-to-day operations patrol unit.

Initiates, implements, and interprets policies and procedures; directs the distribution of policies and procedures to assigned staff; interprets policies as needed to assure efficient implementation; monitors staff performance to assure compliance with established policies and procedures; determines performance standards and expectations and performs evaluations.

Makes recommendations related to various personnel management actions such as, training, advancement, discipline and discharge. Provides input and necessary information to assure policies and procedures are in compliance with established organizational goals and objectives. Monitors assigned staff schedule to assure that training attendance requirements are being achieved. Provides close supervision to subordinates; may serve as FTO.

- GOALS**
- To provide exceptional and professional courtesy to public and staff.
 - To provide over all safety, security, and order of Duchesne County Citizens.
 - To articulate and convey information accurately and appropriately to staff and public.
 - To ensure work performance, effective time management practices, and attention to detail.

- ESSENTIAL FUNCTIONS**
- Manages the day-to-day operations of the patrol section; participates in the overall management of the section by proposing policy changes and implementing the same upon approval; provides field assessment of various policies and operating procedures; makes recommendations relating to policy, practices and standard operating guidelines and procedures; prepares periodic reports as needed to apprise Patrol Lieutenant of various conditions and results.
 - May assist with internal investigations and determination of corrective actions upon assignment.
 - Monitors shift schedules; acts as direct liaison between patrol officers and lieutenant.
 - Maintains records; evaluates subordinate performance; may be assigned to a specialized function other than patrol, i.e., administrative or court services; may participate in directing search and rescue.
 - Assists in the development of staff law enforcement skills; implements training programs and monitors staff progress; assists clerical personnel to maintain departmental records showing training and certification achievements & activity; apprises staff of available training opportunities.

- Assures compliance with established performance expectations and standard operational procedures; makes recommendations effecting employee retention, advancement, discipline and discharge; reviews grievances and serves as the second level for resolution in the grievance process.
- Responds to calls for service.
- Handles or assists on caseloads for a variety of crimes including felonies and misdemeanors; investigates theft, burglaries, sexual assaults, child abuse, domestic violence, homicides, auto, aircraft, and industrial accidents.
- Prepares initial investigation reports on scene of crime; gathers evidence and interviews victims and witnesses.
- Conducts searches for lost or missing persons; assists with death investigation and transportation of bodies; delivers death and other emergency messages.
- Reports to accident scenes to render first aid to injured persons, and control traffic in the area; investigates cause of accident, takes photos, collects evidence, and prepares report on details after determining responsibility for accidents.
- Prepares reports on patrol activities; reviews reports and daily logs of deputies; keeps time sheet records; prepares shift memos.
- Performs preventive teaching; may teach in class room setting and deliver instruction on interviewing and interrogation techniques; safety awareness.
- Reports to accident scenes to render first-aid to injured persons and control traffic in the area.
- Investigates cause of accident and prepares report on details after determining responsibility for accidents.
- Provides basic first aid techniques and procedures.
- Serves as an agent of the court in satisfying criminal warrants and writs of execution, restitution or attachment; locates persons named in criminal warrants and executes the warrants; provides courtroom testimony as required; provides court security.
- Performs preventive instruction. May teach in class room setting and deliver instruction on safety awareness.
- May coordinate subordinates and resources with other agencies, i.e. Forest Service, BLM, DEA, and ATF, when necessary.
- Performs as a specialist in some aspect of law enforcement as assigned; may work as a K-9 officer, firearms instructor, juvenile officer, crime prevention officer, field training officer, or some other area of specialization.
- Attends court proceedings; offers testimony regarding various criminal and traffic cases; responds and appears at federal proceedings upon being subpoenaed; performs court security, or assigns subordinates to court security functions; perform collection technician function for chain of custody for urine analysis for Drug Court, DSFC, etc.
- Advises citizens involved in neighborhood watches regarding processes and procedures in collaboration with Sheriff's Office basic community policing protocol.
- Subject to on call status.
- Subject to rotating shifts including nights, weekends and holidays.
- Performs related duties as public safety responsibilities necessitate.

EDUCATION AND EXPERIENCE

- Minimum Qualifications may include graduation from college with an associate degree in criminal justice and special training in public administration, business administration or related field; AND, Two (2) years of full time paid professional experience in corrections, two years of which must have been in a supervisory capacity; OR, an equivalent combination of education and experience.
- One (1) year of progressively responsible experience performing above the call of related duties.
- Bilingual Spanish desired, but not required.

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation.
- Must be Special Functions and Law Enforcement Officer certified.
- 40 hours annual continuing education and 20 hours annual supervisor education.

SKILLS/ABILITIES

- Extensive skill in the operation of motor vehicles at high speed and in dangerous situations.
- Extensive skill in the use of firearms and related equipment.
- Extensive knowledge of law enforcement principles, procedures, techniques, and equipment.
- Extensive knowledge of local, state and federal laws.
- Extensive knowledge of office practices and procedures.
- Use of equipment including dispatch communication, use of MS Office and email, machinery, laptop computer, ballistic vest, non-lethal weapons, etc.
- Familiarization with county geography, road systems, and boundaries.
- Ability to react effectively in emergency and stress situations.
- Attentive to detail including the ability to observe multiple activities and quickly identify inappropriate conduct of arrestees.
- Ability to detect hazards and correct problems to ensure a safe working environment.
- Ability to enforce regulations with firmness, tact and impartiality while working with suspects.
- Uphold and report policy violations through proper chain of command.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the public and other agencies in both written and verbal forms.
- Must be able to read and understand state, federal, and local regulations governing law enforcement operations and other related regulations associated with governmental agencies.

REASONING ABILITY

- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Ability to carry out instructions furnished in written or verbal forms.
- Ability to interpret numerical and narrative statistical reports.
- Ability to exercise independent judgments requiring quick and effective decision making.
- Ability to synthesize complex or diverse information and collect and research data.

PHYSICAL REQUIREMENTS

- While performing the duties of the job, the employee is regularly required to continuously use motor skills, to stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to run, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. With assistance, employee may be required to move, lift, or physically restrain persons as necessary.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical readiness and conditioning with an ability to react quickly to various situations under conditions of stress.

HAZARDS

- Work regularly exposes the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset. Many functions of the work pose high degree of hazard uncertainty.
- Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.